

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Purchasing Clerk #189485

ANNOUNCEMENT NO. 136-2015

SALARY: AS-05 / Minimum \$16,120 / Maximum \$33,883 annually

LOCATION: LANG-GL, Gillis Long Center, Carville, La.

OPEN: 5 November 2015

CLOSE: 19 November 2015

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form 10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Active Military Soldiers; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Detailed knowledge of the State ISIS System. Detailed knowledge of MS Office (Excel, Word, Power Point) Business Objects.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a CAC Card. Ability to work and communicate effectively with peers, superiors and subordinates. Travel may be required. Must be available to report to duty during emergency or disaster situations.

c. **OTHER REQUIREMENTS:** The Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

4. POSITION DESCRIPTION: The Purchasing Clerk manages all State receiving and invoicing activities supporting the infrastructure of the Louisiana National Guard, Gillis Long Center and its tenants. The tenants include the Gillis Long Center facility, Youth Challenge Program, State Military Department, Office of Risk Management, and CFMO. Receiving clerk updates State purchase orders into the integrated statewide information system (ISIS). Helps implement and maintain a tracking system with the Gillis Long Center Property book officer in order to track purchase orders to ensure proper delivery of commodities purchased, make sure proper commodities are delivered and vendors are paid in a timely manner. Assists in managing all fixed charges contracts and coordinates with contract vendors on the execution of the contract. Will assist in the preparation of current financial reports as well as summarize and forecast for the future growth and general economic outlook. Incumbent will assist in the monitoring of the status of funds with respect to authorized budget along with analyzing expenditure, encumbrances and revenue to identify trends and potential funding problems. Receiving clerk will be prepared to participate in the consolidated fiscal and purchasing section formed during State emergency rehearsals and events located at Camp Beauregard, LA. Or any other location as dictated. Must maintain and wear all safety related equipment and/or report any violations or deficiencies. Purchasing clerk will manage FedEx mailing account. Ensure that the safety Coordinator is informed of any violations reported to them and follow up to ensure it is corrected. Maintain accountability of all equipment and ensure data cards are up to date. Maintain and practice good environmental protection measures. Must inform the supervisor of all telephone and address changes. Receiving assumes and executes all other duties and responsibilities assigned. Completion of SHARP Training and fosters sexual harassment free environment. Completion of Ethics and Suicide Prevention Trainings.

Completion of SHARP training and foster sexual harassment free environment. Represent the Facility Superintendent in his absence. Perform other duties assigned.

5. APPLICATION PROCEDURES: All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/join-us/state-technician-vacancies>** Application(s) must be submitted to the following Human Resources Employee Assistance Officer:

Ms. Carol Hadley
LMD-HR (Gillis W. Long Center), Carville, La.
E-mail: carol.m.hadley.nfg@mail.mil
Office: (225) 319-4814
Fax: (225) 319-4772